



Personnel- Industrial Relations Certificate Course

Session
1966-67

Sponsored by the
Personnel Association of Toronto
and Federation of
Canadian Personnel Associations
in co-operation with the
Division of University Extension
THE UNIVERSITY OF TORONTO

Personnel - Industrial Relations

THREE-YEAR CERTIFICATE COURSE PURPOSE

The course is designed to provide basic training in the fundamentals of personnel and industrial relations for practitioners wishing to upgrade their qualifications. The emphasis in course instruction will be on the analysis and application of industrial relations and personnel principles to practical problems.

ELIGIBILITY

Applicants for the course:

- must be able to meet the general admission requirements of the University of Toronto (or equivalent), or*
- must be of mature age (25), with suitable experience in the fields covered by the course, and have standing in at least one subject in Grade 13 or its equivalent*
- may be required to write an admission test.*

Applicants for the certificate:

- must be employed in personnel and related work*
- must attain at least a 60% grade in the final examination of each course*
- must have completed any other assignments required by the university*
- must make application to the Chairman, Education Committee Personnel Association of Toronto, enclosing a statement of course record and grades from the University of Toronto along with a certification fee of \$10.00.*

PROGRAMME

This is a six subject course for which a certificate will be granted by the Personnel Association of Toronto and the Federation of Canadian Personnel Associations, upon successful completion of the required courses. The programme has been designed for students who are capable of taking courses given in the university undergraduate level. All courses consist of twenty-five two hour sessions, with one course session per week. A maximum of two courses may be taken in any one year.

OUTLINE OF STUDIES

The following six subjects comprise the programme:

(1) Psychology in Industry Dr. S. D. Soleh

Twenty-five lectures on Wednesday evenings at 7:30 in Room 348, Galbraith Building, beginning September 28. Fee: \$65.00.

Psychologists have developed a body of knowledge in the area of human behaviour that can be applied usefully to business and industry.

The course deals with the application of the principles of psychology to business and industrial situations. Areas dealt with include the application of psychology to employee motivation and attitudes; selection and the effective use of psychological tests; performance appraisal; learning training and development; perception, communication, and organizational structure; leadership and style of supervision. TEXT: Maier, N.R.F. Psychology in Industry,

3rd edition, Houghton, Mifflin,
Boston, 1965

(2) Economics - An Introduction J. I. MacDonald

Twenty-five lectures on Thursday evenings at 6:00 in Room 243, Galbraith Building, beginning September 29. Fee: \$65.00.

The elements of economic theory will be developed and illustrated with reference to contemporary economic problems.

Lectures will include discussion of the following topics:

- Price Theory and Applications
- Money and Banking
- National Income
- Business Cycles and Economic Growth
- International Trade

(3) Labour Relations

J. G. Betts

Twenty-five lectures on Tuesday evenings at 7:30 in Room 314, Galbraith Building, beginning September 27. Fee: \$65.00.

The topics covered on this course include the history of the trade union movement and labour legislation, with a more detailed examination of certification procedures and the Labour Relations Act of Ontario. Negotiations, conciliation, administration and arbitration will be covered, together with a study of some of the more important portions of the collective bargaining agreement.

The sessions are of a work-session nature, wherever practical, in order to develop an understanding of the problems both union and management bring to the labour relations situation, together with the environment in which they operate.

TEXT: Schlieter, Healy and Livernash — The Impact of Collective Bargaining on Management, Brookings Institution.

(4) The Personnel Function

R. Nicholson

Twenty-five lectures on Wednesday evenings at 7:00 in Room 116, Galbraith Building, beginning September 28. Fee: \$65.00.

This is a survey course on the work of the personnel department. It is designed to illustrate the needs of personnel administration by examining its principles, policies and procedures in the light of past and recent developments.

Topics will include:

- The organization and staffing of the Personnel department, the personnel administrator's job, staff-line relationships.
- Employment, job requirements, selection and testing, on-the-job training.
- Development, technical training, performance evaluation, motivation.
- Wage and salary administration, minimum wage legislation, job evaluation, incentives and productivity.
- Security, Unemployment Insurance legislation, retirement plans, benefits and services, provincial and federal welfare legislation.

(5) Labour Economics

(6) Management Principles and Organizational Behaviour.

Courses No. 5 and No. 6 will be offered only in the final year for students undertaking the Certificate Course.

EXEMPTIONS

Exemptions from attendance and course examinations may be granted to those candidates who present evidence of equivalent qualifications in any of the six basic subjects. Application for exemption should be forwarded along with your application for the certificate. Exemption may not be granted for more than four of the six required subjects.

ENROLMENT IN COURSES

Application for admission to the courses must be made directly to the University of Toronto, Division of University Extension. To ensure the best possible educational experience, the size of the classes will be limited. Deadline for the receipt of completed application is September 15, 1966.

COST

The tuition fee is \$65.00 for each subject of the course. Cheques or money orders should be made payable to The University of Toronto and submitted with the application for admission.

In the event that your application is not accepted, your fee will be refunded in full. In the event that an insufficient enrolment is achieved, the course will be withdrawn and your payment refunded. Refunds for other reasons will not be granted after the third meeting of the class.

Students may wish to purchase copies of prescribed texts in order to complete more easily the required reading.

~~In the event that applicants are unable to take two subjects in any one year, their application to enrol for one subject will be accepted only if accommodation is available.~~

Personnel - Industrial Relations

CERTIFICATE COURSE APPLICATION FOR ENROLMENT

Date: _____

Division of University Extension,
Business and Professional Courses
The University of Toronto
Toronto, Ontario

I hereby make application to attend the
Personnel-Industrial Relations Course in

Psychology in Industry ☐

Economics - An Introduction ☐

Labour Relations ☐

The Personnel Function ☐

My cheque covering the tuition fee in the
amount of \$65.00 per subject made payable to
The University of Toronto is enclosed.

Signed: _____

Name: _____
(please print)

Employer: _____

Present Position: _____

Business Address: _____

Business Telephone No.: _____

Immediate Supervisor: _____

Your Home Address: _____

Home Telephone No.: _____

Application form should reach the University
not later than September 15, 1966 and include
proof of education as required under Eligibility
clause (a) or (b) (See page 2). Early appli-
cation is advised.